Department of the Army　　　　　　　　　　　***FH Memorandum 350-11**
U.S. Army Intelligence Center and Fort Huachuca
Fort Huachuca, Arizona　85613-6000

10 January 2000

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Training

TRAINING DEVICES AND SIMULATORS

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Summary. This memorandum covers the responsibilities, policy, and procedures for U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) personnel to follow when the need for a training device is identified. This memorandum indicates who can identify the need for a training device. It defines the different types of devices, the requirements, and support documents.

Applicability. This memorandum is applicable to the following elements of the USAIC&FH, Fort Huachuca, Arizona:　111th Military Intelligence (MI) Brigade Initial Entry Training (IET); Directorate of Continuous Learning (CLD); Noncommissioned Officer Academy (NCOA); Directorate of Combat Developments (DCD); Directorate of Resource Management (DRM); Office of the Chief, Military Intelligence (OCMI); Office of the Registrar; Training and Doctrine Command (TRADOC) Systems Manager (TSM)- Joint Surveillance Target Attack Radar System (JSTARS); TRADOC Systems Manager-Unmanned Aerial Vehicle (TSM-UAV); TRADOC Systems Manager-Ground Based Common Sensor (TSM-GBCS) and TRADOC Systems Manager-All Source Analysis System (TSM-ASAS).

Suggested improvements. The proponent of this regulation is the DCD, USAIC&FH. Users are invited to send any comments or recommended changes on DA Form 2028 (Recommended Changes to Publication and Blank Forms) to Commander, USAIC&FH, ATTN:　ATZS-FDC-N, Fort Huachuca, AZ　85613-6000.

Availability. This publication is available solely on the Fort Huachuca Homepage at http://huachuca-www.army.mil.

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*This memorandum supersedes USAIC&FH Memo 350-11, 13 August 1998

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1. Purpose.

The purpose of this memorandum is to prescribe policies, responsibilities, and procedures for the acquisition and support of training devices and simulators for which the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) is proponent.

2. Provisions.

Per Organizational Conflict of interest Clause (OCI), Federal Regulation Sub part 9.5, contractors or subcontractors can not provide any input or recommendations to contract(s) which he/she is planning to bid on. An OCI provision should be included with any Statement of Work (SOW) to which a contractor has provided input for.

3. References.

Required and related publications are listed in appendix A.

4. Explanation of terms.

Abbreviations and special terms are explained in the glossary.

5. Responsibilities.

   a. The Directorate of Combat Development (DCD) has overall responsibility for the identification, documentation of the requirement, management of the acquisition, and establishment of the support for systems and nonsystems training devices.

      (1) For **system training devices** the New Systems Training Office (NSTO) will perform the following actions:

(a) Review constraints paragraph on the Mission Need Statement (MNS) for the materiel system to ensure training and training device requirements are addressed.

(b) Prepare and staff the System Training Plan (STRAP) to ensure that training device requirements are identified.

(c)   Provide input to the Manpower and Personnel Integration (MANPRINT) paragraph for inclusion in the materiel system's Operational Requirements Document (ORD) to ensure that training device and, or equipment requirements are identified.

(d) Attend In Progress Reviews (IPRs), Joint Working Groups (JWG) and Major Army Command (MACOM) review panels and other pertinent meetings to ensure the training device meets the need and eliminates the identified training deficiency.

(2) For **nonsystem training devices** NSTO will perform the following actions:

(a) Coordinate/consolidate subject matter expert (SME) input to training device documentation and ensure coordination is made with major and, or subordinate commands as necessary.

(b) Prepare and staff the nonsystem training device ORD.

(c) Attend or ensure USAIC&FH is represented at the Training Mission Area (TMA) reviews, Training and Doctrine Command (TRADOC) Training Device Requirements Review Committee (TDRRC), and required IPR.

(d) Co-host with Simulation, Training, and Instrumentation Command (STRICOM), JWG for nonsystem training devices.

(e) Coordinate with STRICOM and/or other materiel developers on the status of nonsystems training devices.

(3) For both **systems** and **nonsystems training devices** NSTO will perform the following actions:

(a) Prepare and/or review and/or provide input for the System MANPRINT Management Plan (SMMP), New Equipment Training Plan (NETP), Basis of Issue Plan (BOIP), Reliability, Availability, and Maintainability (RAM) Rationale Report (RRR), and Qualitative and Quantitative Personnel Requirements Information (QQPRI).

(b) Input to and jointly prepare the SOW.

(c) Prepare, coordinate, and obtain the Training Test Support Packages (TTSP).

(d) Ensure (after training device is fielded to USAIC&FH) contractor logistical support and life cycle configuration management through the use of configuration control boards (CCBs). These CCBs will be convened and chaired by NSTO and include representation from the functional user, software support, hardware support, and courseware support areas.

(e) Staff training device requirements with Headquarters, Operational Test and Evaluation Command (OPTEC) for testing requirements.

(4) Continuous Learning (CLD) and Initial Entry Training (IET) Directorates will do the following in support of training device development:

(a) Conduct and provide feedback from individual and collective front end analyses.

(b) Ensure training device requirements are included in Programs of Instruction (POIs) and Individual Training Plans (ITPs).

(c) Review appropriate systems and nonsystems training device documentation.

(d) Attend IPR, JWG, and other pertinent meetings to ensure the direction and scope of individual training are within the Intelligence Center's individual training concepts and strategies.

(5) The Office of the Registrar will provide Army Program for Individual Training (ARPRINT) information.

(6) The Program Management Office (PMO) will do the following in support of training device development:

(a) Provide assistance to individuals preparing SOW for contracts concerning training device studies and/or acquisition of training devices.

(b) Review all SOW related to training devices and forward to appropriate offices.

(c) Provide SME knowledge concerning contracting actions.

(d) Analyze the funding aspect of training device requirements, ensure that commitment of funds is not made without going through established channels, and ensure that fund commitments are within the parameters established for approved funding allocations.

b. The DCD will do the following in support of the acquisition of **systems training devices**:

(1) Ensure CLD and IET Directorates provide training constraints/input to the MNS and ORD for the materiel system.

(2) Initiate SMMP and coordinate input from appropriate elements.

(3) Review appropriate systems training device documentation.

(4) Attend IPR, JWG, and other pertinent meetings to ensure coordination and integration of combat development actions. Also ensure that all Intelligence Electronic Warfare (IEW) concepts are coordinated for review, coordination, and determination of training impact.

(5) Provide MANPRINT guidance.

(6) Prepare RRR for appropriate training devices.

(7) Coordinate with appropriate program manager on system training devices and keep NSTO informed of the status.

(8) Forward to TRADOC the materiel systems' MNS and ORD for approval.

(9) Coordinate with NSTO on training device input for the Warfighter Lens Analysis (WFLA) process.

c. The 111th MI Bde and the NCOA will do the following in support of the acquisition of system and nonsystem training devices:

(1) Provide input/review for training device documentation.

(2) Attend IPR, JWG, and other pertinent meetings when SME knowledge is required.

(3) Provide SME for attendance at Instructor and Key Personnel Training (IKPT) when requested.

(4) Jointly prepare, with DCD elements, the procurement packages and SOW for those training devices that USAIC&FH will fund.

(5) Review/provide input to acquisition documents such as ORD, SMMP, Training Effectiveness Analysis (TEA), BOIP, QQPRI, and other related studies or documents.

(6) Provide SME for testing/evaluation of training devices which they use.

(7) Support requirements for CCB for training devices which they operate or use.

d. Directorate of Resource Management (DRM) will:

(1) Provide SME support regarding budgeting information and SOW development.

(2) Review device documentation for budgetary or resource input.

(3) Attend IPR, JWG, and other pertinent meetings in an advisory capacity to provide guidance, direction, and control on resources and all phases of budgetary information.

e. Office of the Chief, Military Intelligence (OCMI) will:

(1) Provide SME support regarding proponent personnel issues.

(2) Attend IPR, JWG, and other pertinent meetings to monitor the development, procurement, and training strategies of manning new training devices.

f. Office of the Registrar will:

(1) Attend IPR, JWG, and other pertinent meetings to program and conduct total or subsystem evaluation of new training devices.

(2) Provide feedback on training devices from field surveys and resident training student evaluations.

g. TRADOC System Managers (TSMs) will:

(1) Attend IPR, JWG, and other pertinent meetings to represent the user in all studies, evaluations, and other efforts supporting development of the system and its training device.

(2) Interface with the appropriate program manager to ensure the compatibility of contractual actions with user requirements for system specific training devices.

6. General.

a. Anyone associated with the U.S. Army (military or civilian) can propose the need for new or improved training device(s). Training devices are recommended to reduce training costs, enhance training, decrease loss of perishable skills, and increase training capabilities.

b. Training Device Requirements Documentation.

(1) For systems training devices the proponent (USAIC&FH) will initially document the requirement in the constraints paragraph on the MNS for the materiel system and in the STRAP. In addition the proponent will identify the system training device and other training system requirements in the materiel system's ORD. If a system training device requirement emerges after Milestone III (Production and Deployment phase for the system), it will be documented in a separate training device ORD.

d. Supporting documentation. For both system and nonsystem training devices, there are supporting documents that must be completed. These supporting documents are needed to ensure that the Army receives cost effective training devices that meet the training needs. These documents must be completed before the training device requirement can be approved.

(1) The RRR is normally the responsibility of the combat developer for the materiel system to ensure that it is done (a TRADOC RAM engineer does the RRR with support from the combat developer or training developer) and for the systems training device. However, for nonsystems training devices, it is the responsibility of the training developer to ensure it is done.

(2) Cost and operational effectiveness analysis (COEA) and TEA are the responsibility of the combat developer for the materiel system and are used by the training developer to conduct the TEA. For a nonsystems training device, the training developer conducts the TEA.

(3) The BIOP, identifies where the device will be issued and only required for a type-classified training device. It is usually done by the combat developer for a systems training device but for a nonsystems training device it is done by the training developer.

(4) QQPRI, identifies the Military Occupational Specialty (MOS), Area of Concentration (AOC), or civilian skills required to operate or maintain the training device. The combat developer identifies the requirements for a systems training device, and the training developer for a nonsystems training device.

(5) SMMP is used to ensure that manpower and personnel integration issues are identified. Done by the combat developer for a systems training device but done by the training developer for a nonsystems training device.

7. Policy.

This memorandum describes the responsibilities and procedures for USAIC&FH elements to follow when they recognize the need for a proponent training device. We use training devices to eliminate a training deficiency and/or support training.

8. Procedures.

The following procedures are to be used when the need for a training device is identified outside the normal materiel acquisition process.

    a. Any USAIC&FH element may identify a need for a training device. When a need is identified for a training device, a memorandum signed by the commander or the director indicating the requirement will be forwarded to the NSTO (ATZS-FDC-ND) providing the following information:

       (1) A short description of what the training device will correct in a training deficiency or needed for training enhancement or support.

       (2) The MOS(s) that the training device will support.

       (3) The system or subject area that the training device will support.

       (4) The course or courses of instruction (if appropriate) that the training device will support.

       (5) The critical tasks that the training device will support.

       (6) A point of contact who will work with NSTO personnel in the development of the training device requirement.

    b. NSTO will research and identify, in coordination with various elements, the appropriate acquisition strategy and documentation required in accordance with AR 71-9 and other pertinent related regulations.

    c. All requests or requirements to purchase or upgrade hardware or software for training devices must be coordinated with NSTO.

Appendix A
References

Section I
Required Publications

Army Regulation 71-9
Materiel Objectives and Requirements

Section II
Related Publications

Army Regulation 25-1
The Army Information Resources Management Program

Army Regulation 70-1
Army Acquisition Policy

Army Regulation 71-32
Force Development and Documentation Consolidations Policies

Army Regulation 71-3
Test and Evaluation Policy

Army Regulation 350-35
Army Modernization Training

Army Regulation 350-38
Training Devices: Policies and Procedures

Army Regulation 602-2
Manpower and Personnel Integration (MANPRINT) in the Materiel Acquisition Process

Army Regulation 700-127
Integrated Logistic Support (ILS)

Army Regulation 702-3
Army Materiel Systems Reliability, Availability, and Maintainability (RAM)

FH Memo 350-11

DODD 5000.1
Defense Acquisition

DODI 5000.2
Defense Acquisition Management Policies and Procedures
DOD 500.2M
Defense Acquisition Management Documentation and Reports

System MANPRINT Management Plan (SMMP) Procedural Guide

TRADOC Regulation 71-9 User Test and Evaluation

TRADOC Regulation 350-70
Training Development Management, Processes, and Products

TRADOC Pamphlet 70-2
AMC/TRADOC Materiel Acquisition Handbook

TRADOC, Training Developers' Procedural Guide for Training Device Requirements Documentation, Volumes I and II

Section III
Referenced Form

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

Section I
Abbreviations

AOC
Area of Concentration

ARPRINT
Army Program for Individual Training

BOIP
Basis of Issue Plan

CCB
Configuration Control Board

CLD
Directorate of Continuous Learning

COEA
Cost and Operational Effectiveness

DA
Department of the Army

DCD
Directorate of Combat Developments

DRM
Directorate of Resource Management

IET
Initial Entry Training

IEW
Intelligence Electronic Warfare

IKPT
Instructor and Key Personnel Training

IPR
In Progress Review

ITP
Individual Training Plans

JSTARS
Joint Surveillance Target Attack Radar System

JWG
Joint Working Group

MACOM
Major Army Command

MANPRINT
Manpower and Personnel Integration

MI
Military Intelligence

MNS
Mission Need Statement

MOS
Military Occupational Specialty

NCOA
Noncommissioned Officer Academy

NETP
New Equipment Training Plan

NSTO
New System Training Office

OCI
Organizational Conflict of interest Clause

OCMI
Office of the Chief, Military Intelligence

OPTEC
Operational Test and Evaluation Command

ORD
Operational Requirements Document

PM
Program or Project Manager

PMO
Program Management Office

POI
Program of Instruction

QQPRI
Qualitative and Quantitative Personnel Requirements Information

RAM
Reliability, Availability, and Maintainability

RRR
RAM Rationale Report

SME
Subject Matter Expert

SMMP
System MANPRINT Management Plan

SOW
Statement of Work

STRAP
System Training Plan

STRICOM
Simulation, Training, and Instrumentation Command

TDRRC
Training Device Requirement Review Committee

TEA
Training Effectiveness Analysis

TRADOC
Training and Doctrine Command

TMA
Training Mission Area

TSM
TRADOC Systems Manager

TTSP
Training Test Support Package

USAIC&FH
U.S. Army Intelligence Center and Fort Huachuca

WFLA
Warfighter Lens Analysis

Section II
Terms

Embedded Training
Training that is provided by capabilities built into or added to operational systems. It enhances and maintains the skills necessary to operate and maintain the equipment. Use of the system for training will not interfere with the operational requirements or capabilities of the system, and will train individual tasks through force level collective tasks as required.

Simulator
Any training device, machine, or apparatus that synthesizes a condition, piece of equipment, or an environment for training. It can be a relatively complete piece of equipment used for training. Simulators reproduce conditions necessary for an individual or crew to practice tasks or training objectives.

Training Device
An item or product developed, fabricated or constructed of wood, metal, fabric, plastic, or any combination that can be activated mechanically, electronically, electrically or hydraulically or a combination thereof, specifically used for training. Categorized as either system or nonsystem training devices.

   a. *System device*. A device designed for use with a system, family of systems, or item of equipment, including subassemblies and components. It may be stand-alone, embedded, or appended.

   b. *Nonsystem device*. A device designed to support general military training and nonsystem-specific training requirements.

NOTE: The term training device(s) refers to both training devices and simulators throughout this document.
Coordination Annex

1. These comments were a result of the 2 Dec 1999 Draft FH 350-11. The draft FH 350-11 was coordinated with the following agencies:

SUBMITTING AGENCY	COMMENTS RECEIVED	COMMENTS ACCEPTED	COMMENTS REJECTED
Cdr, USAG	0	0	0
Chief of Staff, USAIC&FH	0	0	0
Deputy Commanding General, USAIC&FH	0	0	0
Cdr, 111th MI Bde	0	0	0
Dir, Continuos Learning	0	0	0
SJA	2	2	0

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